



NON-APPROPRIATED FUND JOB OPPORTUNITIES

OPEN DATE: **12 October 2004**

CLOSING DATE: **19 October 2004**

POSITION:

AUTOMATION CLERK

SERIES AND GRADE:

NF-0326-02

RATE OF PAY:

\$7.63 per hour - \$14.50 per hour

LOCATION:

Financial Management Services

APPOINTMENT CATEGORY:

**Regular Part Time, (Limited
Tenure / Not to exceed 1 yr)**

ANNOUNCEMENT NUMBER:

N04-056

NONAPPROPRIATED FUND OFFICE:

684-2747

SUMMARY OF DUTIES: Performs automated office clerical support work of a complex nature, using software such as database management, spreadsheets, project management, desk-type publishing, graphics. Produces a wide range of documents with complex formats, requiring use of advanced software functions. Uses database or spreadsheet software to enter, revise, sort or calculate, and retrieve data for financial and other reports. Uses graphics software to provide symbols, charts, and graphs for reports, viewgraphs, and other documents. Uses word processing software to transcribe reports using specialized terminology, produce verbatim transcripts from legal proceedings.

May also type letters, reports, forms and other material from rough drafts, using typewriters or word processing equipment. Assists visitors and callers; maintains files; distributes mail; and performs other office clerical support duties.

Process and enter all time card and leave data for the Morale, Welfare, and Recreation Fund. Runs logs, reports and updates all records from NAF payroll register, 401K, insurance, pay increased, etc.

QUALIFICATION REQUIREMENT: Knowledge of word processing software to produce a wide range of documents requiring use of advanced software functions to enhance productivity or meet needs of complex formats. Knowledge of office automation equipment and software to use several types of software with different applications.

Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.